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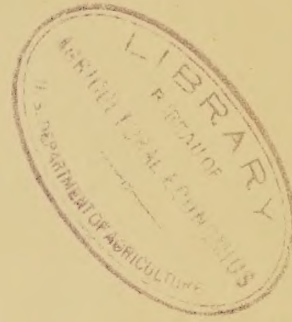
UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

Washington, D. C.

August 1, 1937.

DIVISION MEMORANDUM NO. 1 - (37)

Re: Preparing, Distributing, Initialing,  
Filing, and Signing of Correspondence  
in connection with the 1936, 1937, and  
1938 Agricultural Conservation Programs.



In order that the correspondence of the North Central Division may be handled uniformly and expeditiously, the following instructions will be effective immediately and supersede all previous instructions but do not nullify instructions in memoranda dated June 15, July 13, and July 17.

I. PREPARING CORRESPONDENCE:

A. General Instructions.

1. All correspondence relating to questions of policy, proposed revisions of the programs, interpretations, technical questions, or matters of a similar nature, shall be prepared for the signature of the Director of the North Central Division, unless otherwise indicated on the incoming correspondence.
  - a. In the absence of the Director, such correspondence shall be prepared for the signature of the person designated to serve as Acting Director.
2. Correspondence not involving questions of policy, but pertaining to such matters as fiscal administration, personnel, supplies, or matters of a similar nature, or individual inquiries being referred to the State committee for attention and reply, shall be prepared for the signature of the Assistant Director.
  - a. In the absence of the Assistant Director, such correspondence shall be prepared for the signature of the person designated to serve as Acting Assistant Director.



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3. General memoranda, i.e., memoranda to all State Agricultural Conservation Committees.

a. All general memoranda dealing with the 1936 Agricultural Conservation Program are to be typed as heretofore.

(1) One run of each memorandum shall be typed and submitted through the required channels for initialing. (See Part III, Initialing Correspondence) After the memorandum has been properly approved and signed, it shall be returned to the office where it originated in order that the other nine runs may be typed.

b. General memoranda, including supplements, additions, or amendments to instructions previously issued, dealing with the 1937 Agricultural Conservation Program are to be mimeographed or typed.

(1) If mimeographed, the final typewritten copies of each such memorandum shall be properly initialed before the stencils are cut.

(2) If typed, one run of each memorandum shall be typed and submitted through the required channels for initialing. (See Part III, Initialing Correspondence) After the memorandum has been properly approved and signed, it shall be returned to the office where it originated in order that the other nine runs may be typed.

c. General memoranda dealing with the 1938 Agricultural Conservation Program and general memoranda not dealing with any specific program will usually be typed.

(1) One run of each memorandum shall be typed and submitted through the required channels for initialing. (See Part III, Initialing Correspondence) After the memorandum has been properly approved and signed, it shall be returned to the office where it originated in order that the other nine runs may be typed.



B. Correspondence with the Chairmen, and Members of the State Committees.

1. Memorandum Form:

a. Insofar as possible and practical, only one subject shall be covered in a single memorandum.

b. Correspondence with the Chairmen of the State Committees shall be prepared in memorandum form as indicated in the following example. Please note the form of acknowledgment to be used - as shown in examples hereunder:

(1) MEMORANDUM FOR MR. LEE M. GENTRY,  
Chairman,  
Illinois Agricultural Conservation Committee

Re: Classification of Red Clover  
as a Soil Conserving Crop -  
Your memorandum of January 5, 1937.

The question of classifying Red Clover as a soil conserving crop has had careful consideration, and.....

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c. Correspondence in answer to members of the State committees shall be prepared in accordance with the following example:

(1) MEMORANDUM FOR MR. LEE M. GENTRY,  
Chairman,  
Illinois Agricultural Conservation Committee.

Re: Classification of Red Clover  
as a Soil Conserving Crop -  
Memorandum of January 5, 1937,  
from S. E. Purvines.

d. Note: No salutation or complimentary closing required on memorandum form.

2. Letter Form:

a. The letter form may be used only where the use of the memorandum form is not acceptable in view of existing regulations, such as in transmitting checks, transportation requests, etc.

C. Correspondence with other Bureaus of the Department of Agriculture or other Departments of the Government.

1. Correspondence with other Departments of the Government shall be prepared in letter form.



- a. The proper signature and complimentary closing, as prescribed in the procedure "Outgoing Mail and Telegrams" prepared in the Clearance Section of the Office of Business Management, shall be used in preparing such correspondence.
  2. Correspondence with other offices or Divisions of the Agricultural Adjustment Administration shall be prepared in memorandum form.
    - a. The proper signature and complimentary closing, as prescribed in the procedure "Outgoing Mail and Telegrams" prepared in the Clearance Section of the Office of Business Management, shall be used in preparing such correspondence.
  3. Correspondence that has been improperly referred to the North Central Division shall be informally routed to the proper Division of the Agricultural Adjustment Administration by means of Form No. AAA-47.
- D. Correspondence with Officers of County Associations, Individuals, etc.
1. Correspondence that can be answered in the Division.
    - a. Correspondence of a general nature, to which reply can most appropriately be prepared in this office, should be addressed directly to the individual (with copy of inquiry and reply thereto to State office).
  2. Correspondence that can be answered most appropriately by State office.
    - a. Such correspondence should be forwarded to the State office under appropriate memorandum, making acknowledgment to individual and advising of reference.
    - b. Since it is contrary to the regulations of the Department of Agriculture to return incoming correspondence to the field, incoming letters, indicating on the basis of a perfunctory examination in the mail room that they should be returned to the State or county office for reply, should be routed to the stenographic pool immediately to be copied. Then the copy, as well as the original letter, should be returned to the mail room for routing through the regular channels for reply.



3. Congressional mail and mail other than Congressional that requires the signature of the Secretary or the Administrator shall be answered in the Division.
  - a. If such correspondence pertains to an individual situation, and the reply thereto is not predicated upon the existence of peculiar facts and circumstances, an immediate and complete reply may be prepared to the individual.
  - b. If the reply to such letter requires the securing of information from the field, the gathering and compiling of extensive data, or is held for a determination and clarification of policy, an immediate acknowledgment of such letter shall be prepared and in the necessary cases a memorandum directed to the State office requesting further information shall also be prepared.
  - c. When all pertinent information has been obtained, an appropriate answer to the original letter may be prepared.

E. Use of Envelopes

1. Envelopes shall accompany all memoranda or letters prepared for the outgoing mail.
  - a. Whenever possible, a number of letters or memoranda may be enclosed in one envelope.
2. All inter-Bureau or inter-Departmental correspondence should be enclosed in a chain envelope.

F. Arrangement of File and Disposition of Carbon Copies.

1. When correspondence is prepared for the signature of the Director or the Assistant Director, it is necessary that the incoming correspondence be properly attached to the file.
  - a. If the writer of any correspondence finds it necessary to have the information contained in the incoming correspondence, it will be necessary that he have a copy made for his use.



2. Jacketed correspondence. (See instructions issued by Clearance Section of the Office of Business Management for proper handling.)
3. Division correspondence. Unless otherwise specified, (and with exception of Congressional mail which requires and additional carbon) only three copies should be made of North Central Division correspondence.
4. Stenographers are requested to follow carefully the detailed instructions concerning general correspondence matters contained in the informational booklet issued by Miss S. A. Staley.

## II. DISTRIBUTING CORRESPONDENCE:

### A. Mail Room

1. Incoming correspondence. All incoming correspondence shall be received in the mail room, and the time of receiving stamped thereon.
2. The mail room shall make a perfunctory examination of all incoming correspondence and route it in accordance with the following instructions:
  - a. Correspondence with reference to the work of the Program Operations Section. All correspondence relating to the work of the Program Operations Section shall be routed to the Office of Chief of that Section. This includes correspondence relating to the work of the following units:
    - (1) County Associations Unit
    - (2) Performance Unit
    - (3) Application for Payment Unit
  - b. Correspondence relating to the work of the Economics and Research Section. All correspondence relating to the Economics and Research Section shall be routed to the Office of Chief of that Section. This will include correspondence relating to the work of the following units:
    - (1) Economic Analysis Unit
    - (2) Statistical Unit
    - (3) Agronomic Unit



- c. Correspondence relating to the work of the Administrative and Fiscal Section. All correspondence relating to the work of the Administrative and Fiscal Section shall be referred to the Office of the Assistant to the Director. This will include correspondence relating to the work of the following units:
  - (1) Administrative Unit
  - (2) Fiscal Control Unit
- d. Correspondence which can most appropriately be answered by the State office. Such correspondence shall be routed direct to the stenographic pool where copies shall be prepared. When copies are prepared, the correspondence shall be sent back to the mail room to be distributed in accordance with the above instructions.

### III. INITIALING CORRESPONDENCE:

- A. All correspondence shall be initialed on the last carbon copy - below the initials of the dictator - by the person in charge of the Unit preparing such correspondence, which copy is to be retained in the North Central Division files. A paper clip should be attached to the copy on which the initials are to appear.
- B. All correspondence shall be initialed on the last carbon copy by the Chief or Acting Chief of the Section in which such correspondence is prepared, after it has been initialed by the Unit Head.
- C. Correspondence prepared for the signature of the Director or Acting Director shall be initialed on the last carbon copy by the Assistant Director or Acting Assistant Director, after it has been initialed by the responsible Section Chief.
- D. Correspondence involving matters of policy which may effect the operations of one or more Sections - other than the Section preparing such correspondence - shall in the discretion of the Director or Assistant Director be forwarded to such Section or Sections for initialing.
- E. After the first run of a general memorandum has been properly approved and signed, it shall be forwarded back to the Section where it originated in order that the other nine runs may be typed.



IV. FILING CORRESPONDENCE:

- A. Carbon copies of all correspondence shall be retained in the Division files.
1. It is not deemed necessary that any carbon copies of correspondence be retained in the Office of the person by whom such correspondence was prepared. Such filing represents duplication of effort and is unnecessary in view of the fact that the Division. Files are available to anyone having occasion to refer to previous correspondence. It is requested, therefore, that the building up of files on routine and ordinary correspondence be discontinued immediately.

V. SIGNING CORRESPONDENCE:

- A. The only persons authorized to sign correspondence relating to the 1936, 1937, and 1938 Agricultural Conservation Programs are the Director and the Assistant Director of the North Central Division, and anyone designated to act as Acting Director or Acting Assistant Director during the absence of either, or both.
- B. Correspondence relating to the completion of the 1934 and 1935 Corn-Hog Programs shall continue to be handled as heretofore.

VI. GENERAL:

Particular attention is called to the fact that correspondence is to be submitted for signature not later than 3:30 p.m. each day. Correspondence that cannot be submitted by that time should be held over and submitted the next day.

*Claude R. Wickard*

Claude R. Wickard,  
Director, North Central Division